

ELECTRICITY DIVISION ADMINISTRATOR

DEFINITION

Under administrative direction, is responsible for planning, coordinating and directing the operations of the Division of Electricity; performs related duties as required.

EXAMPLES OF WORK (May not include all of the duties performed.)

Directs the personnel responsible for the planning, programming, design, construction, operation and maintenance of a municipal electric power generation, transmission, and distribution system;

Directs the preparation of all proposed legislation that is required, including the authorization of various construction projects, major equipment purchases, the transfer of funds and other related transactions;

Directs the preparation of plans and specifications for the construction, repair, and replacement of street lighting, the power plant, equipment and facilities;

Directs the preparation of division's budget, financial records, reports, statements and other related documents; ensures the maintenance of records, reports and related documents;

Approves the development and design of the municipal electric rate structure; reviews, evaluates and recommends changes to this structure;

Directs all personnel and labor matters within the division including selection and appraisal of personnel and disciplinary actions;

Represents the Director at public meetings and conferences; participates in appropriate professional activities to remain current with developments affecting the Division of Electricity;

Reviews and approves purchase requisitions and other related reports; reviews work orders and changes in plans, designs and specifications;

May give testimony in court.

MINIMUM QUALIFICATIONS

Possession of a bachelor's degree and five (5) years of management experience to include policy formulation and implementation, management of a budget in excess of one million dollars, and direction of a large staff (20 employees or more) through subordinate supervisors. Substitution(s): A master's degree in business administration, public administration or closely related field may be substituted for one (1) year of the required experience.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of electrical utility engineering, power plant operation and construction

methods and practices; thorough knowledge of electrical equipment and load analyses and planning; considerable knowledge of modern management concepts, techniques and principles of administration; ability to evaluate plans, designs and specifications; ability to plan long-range utility construction projects and improvements; ability to write and speak effectively; ability to develop and maintain effective working relationships with city officials, consumers and the general public; ability to prepare budgets, and maintain technical files and records.

Probationary Period: 365 Days
Examination: Noncompetitive

Class Code: 0160
Job Family: Executive
EEO Job Category: Official/Administrative
Compensation Plan: MCP
Salary: Grade 97

Class established: 04-08-63
Current spec: 07-17-00
Commission action taken: Revise
Revise/Retitle (Electricity Superintendent)
Last reviewed: 07-17-00